

FINANCE COMMITTEE MEETING
Southwest Florida Workforce Development Board, Inc.
November 10, 2021
2:30 p.m.

MINUTES

Members Present via ZOOM:

James Coalwell

Bill Diamond

Members Absent:

Michael Dalby

Joe Wheeler

Guests Present:

Mike Biskie, Board Chairman-PRESENT Greg Urbancic, Board Attorney

Staff Present:

Mike Egan, Staff Liaison - PRESENT

I. CALL TO ORDER

The meeting was called to order by Bill Diamond, Chair, 2:302 p.m. via ZOOM. A verbal roll call was taken and established a quorum was present.

II. APPROVAL OF MINUTES

James Coalwell made a **motion** to approve the September 10, 2021, minutes; Mike Biskie seconded, and the motion was unanimously approved by the Committee.

III. FUNDING SCHEDULE 10.31.21

Staff reviewed the final funding schedule for PY 20-21. It was noted Veterans funds are now being released and awarded on a monthly basis.

IV. ITA REPORT/YOUTH STATS-09.30.21

Staff reviewed the stats as of 09.30.21. Together, SFWDB exceeded the 50% ITA Training, exceeded the 75% Out-of-School, and exceeded the 20% Work experience for the current year.

V. CLEWISTON ONE STOP FACILITY

Staff presented the options under review for the Clewiston One Stop Center. The current lease expires 06/30/2022. Four options are currently under review:

- 1.** Continue with the current landlord after lease improvements listed are completed within the lease schedule shown.
- 2.** Explore commercial space in the Clewiston Town Center. Would require improvements and lease modifications as required by DEO.
- 3.** Stand-alone building on main street, gutted, and built out to our specifications. Currently, owners are estimating costs and timetables. It is anticipated the lease cost per square foot would be the same as the new lease with the current landlord.
- 4.** Reviewing other lease office spaces within the community that would fit with our requirements, space needs, and client accessibility.

Staff recommended a stand-alone building would be the best fit, but it depends upon lease costs and timing.

VI. OPEN DISCUSSION

Staff presented the Admin Policy from CareerSource Florida as it relates to the transfer of fund dollars between WIOA Adult and Dislocated Worker. In prior years, there was no requirement to ask for the transfer. Funds were moved in the Financial Statements and reported to the State monthly as part of their SERA reporting system. Now we need to request the movement, and depending upon the amount, are bound by specific requirements. All the data and forms were provided prior to the meeting for review. This may be an item that will require Board approval but not yet. Staff will request a transfer under the minimum requirements to solidify the process and determine any timing issues. Results will be reported back to the Committee.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:55 p.m.